Westwood Training and Consultancy

A guide to Recognition of Prior Learning (RPL)

Purpose

RPL is a process that enables people to receive formal recognition for skills and knowledge they already possess. RPL recognises that learning is continuous – at work, home and at leisure, as well as in the classroom and provides a route for the recognition of the achievements resulting from continuous learning.

RPL is an assessment process that enables recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit, programme or qualification have been met, the use of RPL is acceptable for validating units that form a programme or **qualification.**

The 5 Steps of RPL

Step 1: Application

i. RPL learner contacts Crossfields Institute to request an RPL Learner Registration Form. WTC will support the learner through the process.
ii. When the RPL learner completes and returns the Registration Form to us, Crossfields Institute will determine the registration fee according to the total volume of learning to be received, and our Accounts Department will invoice the approved centre. Upon payment Crossfields Institute will register the learner.
iii. Crossfields Institute sends the learner and tutor/assessor the programme or qualification units.

Step 2: Assembling an RPL claim

RPL learner activity The learner will:	RPL Tutor/Assessor activity The tutor/assessor will:
Reflect on experience to identify achievement	Provide guidance to the learner
Establish an action and assessment plan	Identify and agree an action plan and assessment strategy with the RPL learner
Agree timescale with tutor/assessor	Provide guidance of timescale

Identify gaps in achievement	Map achievement and identify gaps
Provide evidence of achievement in a portfolio, for example this may be paper- based, electronic, video recorded evidence etc.*	Determine and set the standard

*The portfolio is divided into units, with the Unit Descriptor (which also serves as the evidence tracking sheet) as the first page of each section. The portfolio MUST be paged numbered and cross-referenced to the Unit Descriptor, in order to make for straightforward inspection and signing off of portfolios.

Step 3: Assessing an RPL claim

RPL learner activity The learner will:	RPL Tutor/Assessor activity The tutor/assessor will:
Review action and assessment plan	Assess the evidence and check its authenticity
Possibly provide new evidence	Provide the learner with regular feedback
Acknowledge additional learning	Arrange additional learning
Submit final portfolio	Arrange Internal Quality Assurance (IQA)

Step 4: Validating an RPL claim

RPL learner activity The learner will:	Internal Quality Assurer (IQA) activity The IQA will:
Receive feedback on the portfolio submitted	Ensure that the evidence is sufficient
	Provide learner feedback on achievement to tutor(s)
	Arrange external assessment (Crossfields Institute) of the RPL evidence

Step 5: External Quality Assurance carried out by Crossfields Institute

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For detailed outline of the 5-Step Process please visit Crossfields [Resources](https://crossfieldsinstitute.com) section of their website https://crossfieldsinstitute.com.